

Payroll Dialogue Minutes

May 28, 2008

1. Employee Self Service Update – Jeff

- Just a check to see how Self Service is going, if there have been any problems, anything Payroll can do to help.
 - Employees generally like
 - Have been some login issues – if locked out call the HelpDesk and ask to have the password unlocked
 - If employees change their W-4 it will also change their State information. If they want them to be different they need to fill out a DE-4 form and submit it to Payroll.
 - Employees can elect to stop receiving advices:
 - Go to Self Service > Payroll and Compensation > Direct Deposit and click on “Pay Statement Print Option”.

Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	Deposit Order
Checking	123456789	0123456789	Balance	999	Edit

- The following screen will come up. Select the second option and click Save.

Select the appropriate button to indicate your preference for receiving a printed copy of your direct deposit pay statement.

Send a paper copy of direct deposit pay statement to my home address

Do not send a paper copy of direct deposit pay statement to my home address

Save

[Return to Direct Deposit](#)

- If employees are having problems or make a mistake give Payroll a call.
- Personnel has a list of where computers will be placed for employees without computer access to use.

2. Year End Reminders - MJ

- Employees need to use up certain leave balances by June 29, 2008 or they will be lost.
- Supplemental Administrative Leave:
 - Cannot be cashed out
 - Unused balances will be lost
- Administrative Leave (not supplemental):
 - Remaining can be cashed out
 - Unused balances will be lost

- Comp Time:
 - Blue Collar – can earn 100 hours max, can carryover 60 hours
 - White Collar – can earn 80 hours max, department discretion on whether it is carried over or cashed out
 - PD – can earn 120 hours max, all can be carried over
 - Fire – can earn 108 hours max, all can be carried over
 - FAX – can earn 96 hours max, can carryover 32 hours
 - IBEW – can earn 80 hours max, can carryover 40 or 60 hours if works with concrete
- Last pay period of the fiscal year will begin June 16, 2008.
- All accounting/financial changes need to be made in T & L for FY08 no later than 6/15/08. Absolutely no accounting/financial changes can be made in T & L after 6/15/08 so review your employees to ensure they have been properly coded for FY08.
- MAIII's need to submit any taskgroup assignments for FY09 to Payroll for setup well before 6/16/08.

3. General Payroll Reminders – Dena

- Remember to use a coversheet on all faxes sent to Payroll as all faxes go to the Finance Department.
 - Fax Number is 488-4636
- Please place employee ID's on all correspondence with Payroll
 - If there is an employee's name, there should be an employee ID next to it.
- Do not use Social Security Numbers unless the form is from either the State or Federal governments.
- If you are sending an employee to Payroll to pick something up (i.e. a new W-2, or other paperwork) tell them they will need to have identification.

4. Family Sick Rules – Jeff **** (Do not implement this section at this time.) ****

- Can charge to family sick (S01_F, LV1_F, or SS1_F) for parents, spouse, or children.
- Limited to half their annual accrual of Sick, Annual Leave, and Supplemental Sick.
 - Firefighters – 72 hours S01_F
 - Management – 93 or 113 hours of LV1_F and 20 hours of SS1_F
 - White Collar – 48 hours of S01_F and 20 hours of SS1_F
 - Everyone else – 48 hours of S01_F
- Cannot use Supplemental Sick until they have used all of their Sick or Annual Leave.

Example 1: Employee has 200 hours of Sick (S01) and 80 hours of Supplemental Sick (SS1). Once they have used 48 hours of Sick for family (S01_F) must use the remaining 152 sick hours for themselves before they can use their supplemental sick for any reason.

Example 2: Employee has 50 hours of Sick and 40 hours of Supplemental Sick. They use 48 hours of Family Sick and 2 hours because they were sick, they can now use some of their supplemental sick (up to 20 hours) to care for a family member

5. Question & Answer Session

Q – As a payroll clerk, are we required to take calls from union business agents?

A – You are not required to do so. You can refer them to labor relations.

Q – When is the next query class?

A – None have been scheduled yet but if you are interested, email Jeff and once he has enough interested people, he will set one up. New query instructions with a list of the most commonly used records and fields is now available on the Payroll Website.

Q – How do we request supplemental admin?

A – Amount is determined and requested by the department or division director.

Q – Will all Kronos timecards be erased after the last pay period of the fiscal year?

A – Yes, Kronos timecards will be erased June 16, 2008.

Q – How far back can you edit TRC codes under the Time Sheet Summary page in PeopleSoft?

A – 28 days. If you need to go back farther, email Jeff or Steven.

Q – In PeopleSoft, under “COF Time and Labor Month at a Glance” on the “COF Time Data Entry Page”, which comments field should you use? There are places for comments on the line next to the TRC and at the bottom of the page.

A – This is a new feature in PeopleSoft. You now have a choice of 2 ways to enter comments on this page. You can enter a comment based solely on one TRC for that day or you can have a comment shown on the entire day (comments area on the bottom of the page).

The screenshot displays the 'COF Time Data Entry Page' in PeopleSoft. At the top, there are fields for 'EmplID', 'Empl Rcd', 'Nbr', and 'Date Under Report' (05/27/2008). Below this is a table with columns: TRC, Hours/Units, Show/Hide Project Fields, and Comment. Two rows are visible: Row 1 with TRC 'LV1' and 2.000000 hours; Row 2 with TRC 'R01' and 6.000000 hours. Below the table is a 'Comments' section with columns: DateTime Created, User ID, Source for Comment, Comment, and Add Comments. A callout box points to the 'Comment' column of the table, stating 'Comment for an individual TRC'. Another callout box points to the 'Add Comments' button, stating 'Comment for the entire day'. At the bottom of the page are buttons for 'OK', 'Cancel', 'Apply', and 'Refresh'.

Q – When will PeopleSoft go live having FLSA done automatically?

A – Yolanda will do a test run with members of Unit 07 (IBEW) soon. We will know more after that has been done.